



JOHN ENGLER, Governor

**DEPARTMENT OF MANAGEMENT & BUDGET**

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JANET E. PHIPPS, Director

February 12, 1998

**OFFICES OF ADMINISTRATIVE SERVICES  
ADVISORY MEMORANDUM NO. 98-7**

TO: All Offices \_

SUBJECT: Software Application Freeze Policy During Year 2000 Remediation

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**POLICY**

During the time an application is undergoing active Year 2000 remediation, normal software maintenance will be suspended until the Department of Management and Budget accepts the application as Year 2000 compliant. Therefore, no software code changes will be permitted until final Year 2000 testing is completed on each affected partition of code.

The Department of Management and Budget, Automation Services Division (ASD) will perform "emergency" support on an application that is necessary to correct production problems or correct functionality that prevents a user office from performing critical business functions. These changes will be integrated into the Year 2000 compliant version of the code after DMB has accepted that version. The integrated version of the code will require complete re-testing prior to implementation. An "emergency" designation will be granted following review by the Year 2000 Project Manager, the DMB Chief Information Officer (CIO), and the office director of the affected agency and is expected to occur only in very rare circumstances.

**BACKGROUND**

On January 15, 1998, ASD began remediation of the department's computer hardware and software for Year 2000 compliance. The project to remediate the

application software supported by ASD is estimated to require over 35,000 hours of effort and is currently scheduled for a full year using both state and contractual resources.

For project manageability, the applications have been grouped into a pilot project and five partitions. Sequencing of the applications for assignment to the appropriate partition was based on the criticality of the application. The partitions were optimally sized at roughly 300 to 400 modules each.

### **HOW IT WILL WORK -**

The partitions will be scheduled sequentially for remediation. As a partition is activated for remediation, the application source code will be packaged to turn over to the contractor responsible for fixing the source code for Year 2000 compliance. At the point that the code is packaged, a process to base-line the code will be performed.

This base-line process will:

- Establish a base version for the application source code.
- Establish a base set of test plans, scripts, and data to test the current application functionality.
- Establish a base set of test results from executing the base test plans and scripts with the base version of the source code.

When the partition is returned from the contractor, each application will be returned as an upgraded version of the base-line code. On return, each application must be able to execute all of the base-line tests with exactly the same results as the base version of the application. Along with Year 2000 specific testing, the ability to exactly reproduce the results of the base-line tests will be the basis for DMB's acceptance of the work performed by the contractor.

Because the contractor is responsible for remediating the application code for Year 2000 without changing or deleting current functionality, it is extremely important that the base code remain unchanged during the time that the source code is in the possession of the contractor for Year 2000 remediation.

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To keep the source code unchanged during the time that it is undergoing Year 2000 remediation, the code will be "frozen" at the base version and normal maintenance will not be performed. Once the remediated code has been returned, accepted by DMB, and implemented in production, normal maintenance will resume using the Year 2000 compliant version of the application. It is estimated that code for the pilot project and each partition will be "frozen" for approximately three months from the time it is base-lined.

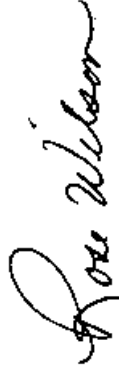
Offices will be notified of specific partition schedules as they occur.

### **DISTRIBUTION OF MEMORANDUM**

Please retain one copy of this memorandum in a central file for future reference and forward additional copies, as necessary, to those individuals within your agency responsible for daily administration of this activity.

Questions regarding this memorandum may be directed to Dan Lohrmann at 37-38176.

Your cooperation and adherence to this procedure is appreciated.

A handwritten signature in cursive script, reading "Rose Wilson".

Rose Wilson, Director  
Office of Administrative Services